

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION () EXISTING POSITION

PART I - Position Description

1. Agency Name Department for Children & Families	9. Position Number K0071774	10. Budget Program Number 23342
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Social Worker Specialist	
3. Division West Region	12. Proposed Class Title	
4. Section ISD	13. Allocation	
5. Unit Prevention & Protection Services	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Salina County Saline	15. By Approved	
7. (Circle appropriate time) Full Time x Perm Inter Part Time Temp X % 100	16. Audit Date: By: Date: By:	
8. Regular Hours From: 8:00 AM To: 5:00 PM	17. Position Reviews Date: By:	

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

- This position is part of a service delivery team responsible to provide quality customer service while performing a variety of tasks to meet service needs of children in families where abuse or neglect is suspected or are at risk for abuse and neglect. This position also involves performing a variety of tasks to ensure the service needs are being met for children who have been referred to family preservation, foster care, or adoption services. The position participates in investigating and gathering customer information, disseminating agency and program information, analyzing information to determine possible services, assessing for appropriate referrals within the agency and/or to community resources, maintaining single program cases and assisting customers to ensure children are protected and individuals reach their goals for self sufficiency.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Rhonda Sanders	Title: Social Work Supervisor	Position Number:
Who evaluates the work of an incumbent in this position.		
Name: Rhonda Sanders	Title: Social Work Supervisor	Position Number:

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

- This social worker has considerable latitude in setting priorities, planning time and making social work interventions in accordance with training and good practice standards. This position requires a significant amount of independent judgment and critical decision making. General instructions for work completed by this position are contained in the Children and Family Services Policy Manual and supplemental instructions. Casework is assigned to the social workers by the supervisor who will review work in terms of customer outcome. This is a professional social work position. The worker must be highly motivated and have a commitment to the preservation of families. The employee empowers families and assists in removing barriers for the safety of children. The employee functions as a member of a team, collaborates with the family and will be creative in adapting various intervention techniques. The position requires flexibility to the worker's schedule and is reviewed by a Supervisor through case conferences to determine customer outcomes.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
() Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
() Major program failure, major property loss, or serious injury of incapacitation.
(x) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No. % E OR M

In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision, and Guiding Principles of the agency to peers, customers and the public. Identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency. Understand and provide excellent customer service both internally and externally at all times. Serve as a positive role model, and work cooperatively with peers, staff, customers, community partners and the general public.

1. 55% E

1. INVESTIGATIONS AND ASSESSMENTS

- Investigates reports of child abuse and neglect. Timely enters all child abuse neglect investigation information into the Kansas Initiatives for Decision Support System (KIDS).
- Collects evidence through interviews, photos, videos, and contact with community agencies. Notifies law enforcement when needed.
- Discusses all cases of alleged abuse/neglect with supervisor.
- Meets time lines for response and case findings according to agency policy and procedures.
- Documents contact, activities, and all case information in a clear, specific and factual manner on required forms. Uses excellent writing skills while always maintaining appropriate confidentiality.
- Respectfully engages and interviews customers to obtain adequate relevant and required information to be used to appropriately determine need for agency services and to receive reports of child abuse and neglect.
- Uses excellent communication techniques in customer interactions both in person and on the phone.
- Understands and explains customer's rights, responsibilities, and program requirements.
- Answer inquiries based on information in the computer system and the paper file.
- Addresses allegations of the initial complaint and any other concerns regarding the safety and wellbeing of the child(ren).
- Establishes face to face contact with one or more family members to complete a thorough Family Based Assessment.
- Gathers information to assess customer need for services: Determines whether child(ren) need protection from further harm by considering factual information, professional judgment, and appropriate child protection practice principles. Assists the family/individual in jointly formulating a safety plan when needed.

2. 15% E

2. SERVICE DELIEVERY

- Completes referrals for Family Preservation and Foster Care.
- Participates in integrated staffing and provides information regarding the family's strengths and barriers to achieving self-sufficiency.
- Fully participates in integrated service teams through active participation in team meetings, completing work assignments timely and working collaboratively with team members.
- Communicates with customers, the community, managers and co-workers in a manner that is courteous, respectful, and protects human dignity.

3. 20% E

3. CASELOAD MANAGEMENT

- Staffs cases with Supervisor and makes finding decisions based upon established policy and professional judgments.
- Prepares needed information and refers substantiated abuse/neglect cases to District Attorney/County Attorney with appropriate recommendations when child(ren) cannot be maintained in the home.
- Prepares reports timely for Juvenile, Criminal, and Domestic Court as called upon. Testifies in court and makes recommendations to ensure the protection of child(ren). Testifies in court and makes recommendations.
- Meets with contractors to review/staff cases for progress toward goals. Reviews and participates in developing case plans for the child/family. Help community partners resolve conflict.
- Serve as an advocate for internal and external customers throughout all programs, areas and line of business with the agency.
- Facilitates the flow of communication between CWCBS providers and DCF Programs.
- Review the continuum of services offered
- Completes other duties as assigned.

4. 10% E

4. POLICY AWARENESS/IMPLEMENTATION

- Follows Children and Family Policies and Manuals.
- Serves as a member of an integrated team to match customer needs with identified resources.
- Adheres to the Mission, Vision and Guiding Principles of the Agency.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

- Customers could be inadequately informed and may not receive needed services. Failure to provide social work services in an adequate and timely manner could result in a child having to be placed out of their parental home which could result in the termination of parental rights with all the accompanying emotional trauma that occurs or could result in serious harm, permanent injury or death to a child. Failure to observe procedures could result in violation of state and federal laws and regulations, loss of eligibility for services, and the agency would suffer from poor community relations all resulting in loss of program funding or lawsuits. Failure to follow job requirements could result in loss of employment for the employee.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

- Employee will have daily contact with individuals and families who request services and other agency personnel, and frequent contacts with the general public, community organizations, courts, law enforcement agencies, members of multi disciplinary teams, community service providers and others to influence, motivate, conduct reviews, make formal presentations or counsel to achieve common understanding of solutions to problems when the information is sensitive in nature or the individuals or groups are skeptical or uncooperative. Communication techniques and well developed communications skills become important requirements for this position.

25. What hazards, risks or discomforts exist on the job or in the work environment?

- This employee will be involved in on-going interactions with families under stress and may have contact with angry, hostile customers. Clear and respectful communication of program policy and the consequences of their actions can reduce the chance that agency or court action is unexpected. The worker may have contact with families in their homes or neighborhoods where known and unknown dangers and unsanitary living conditions are present. The normal risk of traveling on Kansas highways could occur on occasions where travel is required. The work environment involves normal everyday hazards or discomforts typical of offices, meeting, and training rooms.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Used Daily

- 35 mm and digital cameras
- Personal computer with state access for state data systems
- Internet and e-mail
- Fax machine
- Copier
- Calculator
- Telephone

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

- License to practice social work in the State of Kansas at the time of hire

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

- Valid Kansas Driver's License

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

- If you have a Bachelor's Degree in Social Work and do not have a Kansas social work license yet, you are encouraged to apply. With your Bachelor's degree in Social Work, you may qualify to be hired as Special Investigator with the expectation of obtaining your Kansas social worker license within six months of hire.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

- A confidentiality policy is required to be followed. This position is responsible to understand agency and site procedures in emergency situations such as fires, tornadoes, floods, etc.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date